ONEUP

Recruitment Consultant Training Schedule & Checklist

Agenda: Week 1

The first week should be focussed on your new team member understand your company, systems, industry and how you like to work.

No targets should be set for week 1, take it slow and you'll have a much more capable member of the team in the long run.

	Monday	Tuesday	Wednesday	Thursday	Friday
9am - 9:30am	Company Intro	Set out day plan	Set out day plan	Set out day plan	Set out day plan
9:30am - 10am	Set out day plan	Shadow Recruitment Consultant	Supervised BD calling	Pitch training	Sales cadence training
10am - 10:30am	Set up tech stack (Email, Slack, CRM etc)				
10:30am - 11am				Self guided BD calling	
11am - 11:30am	Industry training				Writing a good job ad training
11:30am - 12pm					
12pm - 12:30pm	Lunch	Lunch	Lunch with Team Leader/Manager	Lunch	Lunch
12:30pm - 1pm					
1pm - 1:30pm	Shadow Recruitment Consultant	CRM Training	Intro to Marketing Team	BD call review	Self guided candidate resourcing/BD
1:30pm - 2pm				Self guided candidate resourcing	
2pm - 2:30pm			Intro to Finance Team		
2:30pm - 3pm					
3pm - 3:30pm		Self guided industry research	Supervised candidate resourcing		
3:30pm - 4pm				Resourcing call review	Call review
4pm - 4:30pm	Day reflection with Manager	Day reflection with Manager	Day reflection with Manager	Day reflection with Manager	Week reflection with Manager
4:30pm - 5pm					

Break · Supervised · Training · Manager led · Self guided

New Starter Checklist: Recruitment Consultant

Not sure what you need to get sorted before your new Recruitment Consultant starts?

Don't fret, we've got your back! This list should give you a head start on some of the basic things that will need to be in place so you don't forget anything important.

Checklist

- [ ] Desk in office, or desk booking if hybrid
- [ ] Laptop
- [ ] Headset
- [ ] CRM logins
- [ ] Asign LinkedIn Recruiter License
- [ ] Email logins
- [ ] OneUp logins
- [ ] Scan new starter docs for HR
- [ ] Job multiposter logins (Like Broadbean or Logicmelon)